

**BY ORDER OF THE COMMANDER  
51ST FIGHTER WING**

**OSAN AIR BASE INSTRUCTION  
36-2901**



**3 APRIL 2018**

**Personnel**

**COMMANDER'S POLICIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 36-29, *Military Standards*. It outlines the 51 FW/CC's policies essential to good order and discipline. It applies to: (1) all active-duty members of the U.S. Armed Forces (including active-duty for training) who are assigned to or visiting Osan Air Base (AB), Republic of Korea (ROK); (2) all individuals subject to U.S. military jurisdiction under Article 2(a), Uniform Code of Military Justice (UCMJ); (3) all U.S. citizen civilian employees of the Department of Defense (DoD) and Nonappropriated Fund Instrumentalities (NAFIs) supporting United States Forces Korea (USFK) who are assigned to or visiting Osan AB, ROK; (4) all Invited Contractor (IC) employees, as defined in Article XV, subparagraph 1 of the ROK-US Status of Forces Agreement (SOFA); and all personnel afforded status as Technical Representatives (TRs) under the ROK-US SOFA; (5) all dependents of the above individuals; and (6) every other person present on Osan AB, unless prohibited by other guidance. Regarding all personnel listed in (3), (4) and (5) above, provisions and procedures set forth in USFKR 600-52, *Civilian/Family Member Overseas Misconduct*, shall be used in addressing violations of this instruction. The provisions of USFKR 600-52, para. 7, civilian personnel regulations and service directives, and contract requirements, are given priority in the event they conflict with USFKR 600-52 or this instruction. This is a punitive regulation. Military members who violate the prohibitions and policies contained in paragraphs 2.2.1, 2.2.2.1, 2.2.2.2, 2.5, 2.6, and 3.3 of this instruction can be prosecuted under Article 92, UCMJ, or any other article of the UCMJ, as appropriate. Violations may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that

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## ***SUMMARY OF CHANGES***

This document has been substantially revised and needs to be completely reviewed. Major changes include the incorporation of updated 51 FW/CC policies regarding tobacco use; off-limit areas; curfew; courtesy patrol; dress and appearance; elective mask wear for particulate air pollution; personal transport devices; unmanned aerial vehicles; base facility use; leave, pass, and accountability; and the child supervision matrix.

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## Chapter 1

### STANDARDS

#### 1.1. Substance Use and Abuse

1.1.1. Drug Abuse. The Air Force “zero tolerance” policy on drug abuse is straightforward and to the point. Abuse will not be tolerated and violators will be prosecuted under applicable articles of the UCMJ.

1.1.2. Alcohol Abuse. Abuse of alcohol which is the cause of, results in, or is related to other misconduct, including but not limited to disturbing the peace, is punishable under the UCMJ. Air Force members under the age of 21 will not consume alcoholic beverages.

1.1.3. Tobacco Use at Osan AB.

1.1.3.1. Osan AB is a tobacco-free installation except for locations outlined in Attachment 2 as approved Designated Tobacco Areas (DTA) and the family housing balconies and patios as outlined below. Tobacco use is authorized on the golf course. The owner of each DTA is responsible for enforcing AFI 40-102, *Tobacco Free Living*, including up-keep. Failure to maintain a clean DTA, as determined by the 51 MSG/CC, will result in closure, and another owner must petition the 51 MSG/CC to reopen the site.

1.1.3.2. Smoking is prohibited in unaccompanied housing (dormitories), lodging rooms, and Temporary Lodging Facility (TLF) units. Smoking in family housing is only authorized on the balconies/patios. If anyone contacts housing with a reasonable complaint that smoke came from another balcony/patio into their unit, the offending resident will be informed by housing and no longer allowed to smoke on their balcony/patio for the duration of their occupancy.

#### 1.2. Hazing

1.2.1. There will be absolutely no hazing of any kind. This includes, but is not limited to, initiations, rites of passage, or alcohol-related requirements.

#### 1.3. Equal Opportunity and Treatment

1.3.1. Policy. All individuals should be treated equally, with dignity and respect. Discriminatory actions weaken our team and reduce the productivity of our mission and personnel. Discrimination based on sex, national origin, race, color, religion, and in the case of DoD civilian employees, age, reprisal, disability, and genetic information will not be tolerated.

1.3.2. Member Responsibilities.

1.3.2.1. Personnel must take immediate steps to resolve any suspected instances of discrimination. The ridicule, abuse or harassment of anyone based on their protected categories or other differences will not be tolerated. Additionally, sexual harassment is illegal, immoral, and will not be tolerated. While personnel should attempt to handle their concerns at the lowest level, there are times when an individual may choose to contact the Equal Opportunity (EO) office directly; therefore, leaders will not preclude or hinder personnel from using this channel. Air Force members must not participate in organizations or groups that espouse supremacist causes.

### 1.3.3. Supervisor Responsibilities.

1.3.3.1. Commanders, managers, and supervisors are responsible for creating an environment free of unlawful discrimination. Decisions and actions affecting DoD civilian employees and military personnel will be free of discrimination based on race, color, national origin, religion, and sex (including sexual harassment). Additional protected categories applicable to only DoD civilians are: age (40 and older), mental/physical disabilities, reprisal, and genetic information. All personnel will have an equal and fair opportunity for promotion, selection, evaluation, development, retention, training, and recognition.

1.3.4. Reporting. Report all incidents to your supervisor, first sergeant, commander, or the Equal Opportunity office. If you have any questions concerning the Air Force's zero tolerance policy, contact the Equal Opportunity office at 784-4040/4848.

## 1.4. Sexual Assault

1.4.1. Policy. Sexual assault is criminal conduct and violates Air Force Core Values. Commanders at every level will promote a "zero tolerance" policy and will heighten personnel awareness, conduct annual sexual assault prevention training, educate all personnel on how to contact the Sexual Assault Response Coordinator (SARC), and create an environment where victims can report this crime without fear of retribution.

1.4.2. SARC Contact Protocol. Personnel who are sexually assaulted should immediately contact the SARC 24-Hour Hotline at 784-7272 (off base, dial 0505-784- 7272); SARC cell: 010-8732-2832; or USFK (ROK-wide) Hotline: Dial 158 on base or 0505-764-7000 from off base. Law enforcement should be contacted at 784-5515 (off base, dial 0505-784-5515) in situations where personnel are in danger. Commanders and first sergeants are encouraged to contact the SARC office at 784-2832 for questions and/or concerns related to sexual assault.

## 1.5. Prostitution and Human Trafficking

1.5.1. Policy. Engaging in prostitution, pandering, or solicitation of a prostitute is punishable under Article 92 of the UCMJ for failing to obey this guidance and any other applicable UCMJ articles.

1.5.2. Definition. Trafficking in Persons (TIP) is the second largest criminal activity in the world. It is defined as the recruitment, transportation, transfer, harboring, or receipt of persons by means of threat, use of force, coercion, abduction, fraud, deception, abuse or exploitation. Due to the seriousness of the crime, the AF has established a zero tolerance policy. If you see these signs, report them immediately to the Security Forces Squadron at 784-5515. You may also contact the USFK prostitution and TIP hotline at DSN 736-9333 or from off-installation at 0505-736-9333.

## 1.6. Off Limits Areas

1.6.1. Local Area Definition. 51 FW/CC is designated the Area V Commander per USFKR 10-2, *Installation Management and Base Operations* and USFKR 190-50, *Law Enforcement Procedures in Korea*. Area V consists of Osan AB, plus the Collocated Operating Bases (COB), specifically Suwon AB, Cheong Ju AB, Daegu AB, and Gimhae AB. This includes a

three kilometer radius around each base. 51 FW/CC has been delegated authority over all military personnel and property to include law enforcement responsibility within these areas.

1.6.2. Off Limits Areas. Presence in an off-limits area is a violation of Article 92, UCMJ. The following areas and establishments within Area V are off-limits.

1.6.2.1. All tattoo parlors and body piercing shops.

1.6.2.2. All houses of prostitution. A house of prostitution is defined as any building or structure where prostitution or the promotion of prostitution (engaging in any sexual activity with another person for a fee) is regularly carried out by one or more persons under the control, management, or supervision of another.

1.6.3. Emergency Situations. Off-limits areas during emergencies may be established by the 51 FW/CC, Defense Force Commander (DFC), or the Noncommissioned Officer in Charge (NCOIC) of the 51 SFS/Town Patrol. Emergency situations are defined as when there is insufficient time to carryout normal procedures and unsatisfactory conditions warrant immediate action. Emergency sanctions imposed by the NCOIC, Town Patrol will not exceed 12 hours in duration unless ratified in writing by the 51 FW/CC. The DFC will be immediately notified of any off-limits sanctions imposed by the NCOIC, Town Patrol.

## **1.7. Urinalysis Inspection and Testing**

1.7.1. Inspection Policy. This policy supplements the random urinalysis inspection program and provides guidance for follow-up testing.

1.7.2. Eligible for Inspection Testing. All active duty members at Osan AB (including GSUs), who meet one or more of the criteria below will be required to submit to urinalysis testing as an "inspection" test. This is not to be confused with a "commander-directed urinalysis."

1.7.2.1. All members will be tested immediately after notification to their unit of the member's positive drug test result based upon an inspection urinalysis drug test (to include unit sweeps, gate sweeps, and random testing).

1.7.2.2. Personnel randomly selected for urinalysis testing whose urine sample is determined by the drug testing laboratory to be a substance other than urine, or urine which has been adulterated or diluted with foreign substances so as to be suspect or untestable.

1.7.2.3. All members who have been absent without leave (AWOL) for more than 8 hours will be tested immediately upon their return to military control.

1.7.2.4. Point of Contact. If you have any questions regarding this policy, please contact the Staff Judge Advocate's office at 784-4131 or the Demand Reduction Program Manager's office at 784-1244.

1.7.3. Inspection Follow-Up Testing. Under conditions noted in paragraphs 1.7.2.1. or 1.7.2.2. above, the member will be required to provide another urine sample for a follow-up urinalysis test at the next available opportunity following the Drug Demand Reduction Program's (DDRP) receipt of the test report for the initial random test, without interfering with or impeding any potential criminal investigations. If the member is on leave or TDY at the time the initial test report is received, he or she will be required to provide a follow-up

test sample at the next available opportunity after returning from leave or TDY, without interfering with or impeding any potential criminal investigations. The follow-up test must be obtained in accordance with the chain of custody requirements in AFI 90-507, *Military Drug Demand Reduction Program*.

## 1.8. Curfew

1.8.1. Background. The operational environment on the Korean peninsula requires commanders to maintain a high degree of personnel readiness and capability to "fight tonight." In addition, the way we, as Airmen, conduct ourselves in our personal capacities can significantly affect the United States (U.S.) and Republic of ROK alliance. We serve as unofficial ambassadors for our country every time we interact with the public. Maintaining a strong partnership with our ROK host and maintaining a reputation free from disrepute within the civilian community is essential to the effective execution of our assigned mission; failure to do so can have adverse strategic impacts on the alliance.

1.8.2. The 7 AF/CC Curfew Order. This order applies to all Airmen when in the ROK, except for Airmen attached or assigned to the USFK Air Force Element, SOCKOR, U.S. Embassy and JUSMAG-K. An off-installation curfew is in effect from 0100 until 0500 daily, including weekends and holidays. During hours of curfew, Airmen must be either: (1) on a U.S. military installation; (2) in a private residence off the installation; (3) on temporary duty and with off-base lodging, in their place of lodging for the evening, which may include a hotel room, but does not include other public areas of a hotel such as a lounge, bar, casino, pool or lobby.

1.8.3. Exception to Curfew. If granted an exception to the curfew order off a U.S. military installation during the hours of 0100-0500 Airmen may not consume or possess alcohol in public areas or be present in bars, nightclubs, or other similar facilities, where the primary purpose is the selling of alcohol. An exception to the curfew order may not be granted for any purpose that may adversely impact relations with the host nation or reflect negatively on the United States Air Force. During times of curfew and while off a U.S. installation, Airmen must have the exception to the curfew order on their person. Commanders will use the 7 AF Exception to Curfew Order form except in emergency situations.

1.8.3.1. Airmen on approved leave in the ROK must comply with all curfew order requirements.

1.8.3.2. Airmen performing official duties do not require an exception to curfew. The performance of official duties include travel between an off-base residence or hotel to/from place of duty and travel directly to/from a U.S. military installation immediately prior to/after their duty period for personal fitness (including the use of off-base gym facilities).

1.8.3.3. Airmen do not require an exception to curfew to facilitate travel to/from an airport. No deviations from the route are authorized. Airmen must provide evidence of the flight. Airmen do not require an exception to curfew to travel directly to their off-base residence or hotel lodging from a U.S. military installation immediately following an AAFES movie theater late night movie showing. No deviations from the route are authorized. Airmen must maintain a copy of the movie receipt on their person as evidence of attendance.

1.8.3.4. Airmen reacting to medical or safety emergencies do not require an exception to curfew. However, the Airman must notify his/her supervisor or appropriate Air Force authorities of the incident as soon as possible.

1.8.4. Exception to Policy Approval. Curfew ETP authority resides with the 51 FW/CC. To gain 51 FW/CC approval, route a completed ETP form through the chain of command. ETP forms can be found on the 51 FW/DS Sharepoint Homepage.

## **1.9. Courtesy Patrol**

1.9.1. Mission. The mission of Courtesy Patrol is to provide assistance, command presence, leadership, and guidance to Team Osan personnel during off duty hours.

1.9.2. Unit Requirements. On designated non-duty days, each 51 FW unit or Team Osan Mission Partner unit will provide personnel according to the Courtesy Patrol schedule which will make up four (4) two person teams. This will be done on a rotational basis.

## **1.10. Dress and Appearance**

### **1.10.1. Installation Prohibited Attire.**

1.10.1.1. All Airmen are prohibited from wearing civilian clothing on the installation that is obscene or profane in nature; discredits the Armed Forces of the United States; advocates sexual, racial, ethnic or religious discrimination; glamorizes illicit drugs; or promotes gang activity.

1.10.1.2. Exposure of undergarments is prohibited. Pants, shorts, skirts, etc., must be worn appropriately.

1.10.1.3. Wear of dirty, sweat-soaked, or otherwise unclean fitness attire into public establishments is prohibited, except the fitness center.

1.10.2. Dining Facility Dress and Appearance. The following clothing/appearance items are prohibited within Osan Military Dining Facilities.

1.10.2.1. Clothing that is soiled, sweat-soaked, or presenting an unclean image.

1.10.2.2. Civilian headgear of any kind (except food service workers).

1.10.2.3. Headphones or earbuds while in food service lines. May be worn once seated at table.

1.10.2.4. Bathing or swimming suits worn as an outer garment. These items may be worn under appropriate civilian attire.

1.10.2.5. Fishnet or see-through shirts, tank tops, or any shirt/blouse that exposes the armpits.

1.10.2.6. Bare feet, metal/rubber shoes with cleats or spikes, or any shoe that exposes the toes or heels of a person's feet (e.g. shower shoes, flip flops, sandals, etc).

1.10.3. Personal Protective Equipment. All bicycle, motorcycle/scooter, personal transportation device, and/or vehicle safety gear will be removed and proper uniform posture will be donned immediately after ending use of the transportation vehicle. For example, once stepping off a skateboard and wearing Airman Battle Uniforms (ABUs), remove helmet and don ABU hat.



1.10.4. Air Force Official Duty Uniform. The official duty uniform is the ABU or Flight Duty Uniform (FDU) unless otherwise specified by the chain of command.

1.10.4.1. ABU Coat (Shirt). The ABU top may be removed in the immediate work area (unit commander discretion). All undergarments, to include optional undergarments, will be tucked into the ABU trousers (tucking in not required if wearing maternity ABUs). The ABU shirt pockets may be sewn down; however, the ABU collar may not be sewn down.

1.10.4.1.1. Cloth or silk screen emblem/unit designation are authorized on both desert sand and morale undershirts. Squadron commanders will codify in writing the authorized unit emblem and morale shirt color for their unit.

1.10.4.2. Sage Green Fleece. The sage green fleece is authorized for indoor wear. Other outer garments not specifically authorized for indoor wear will not be worn indoors.

1.10.4.3. Winter Headgear. ABU hats, watch caps, and military berets, when not worn, will be carried or may be fully stored in an ABU pocket. No portion of the hat/cap/beret may extend outside the pocket.

1.10.4.3.1. The black watch cap may be worn with any Class A/B uniform, ABU, FDU, or Physical Training Uniform (PTU) only when an approved outer garment is worn. Wear of the black watch cap is authorized when ambient temperature is at or below 45 degrees Fahrenheit.

1.10.4.3.2. The sage green watch cap may be worn with the ABU, FDU, or PTU only when an approved outer garment is worn. Wear of the sage green watch cap is authorized when ambient temperature is at or below 45 degrees Fahrenheit.

1.10.4.3.3. Full-face ski mask/face mask/balaclava-styled masks, black, sage green or tan, are authorized in the immediate work area. These masks will be removed when going through any controlled entry point (base gates/Entry Control Points (ECP)) or entering any building. Additionally, wear of the face mask is authorized while riding motorized bikes or bicycles. Wear of the face mask is authorized when ambient temperature is at or below 45 degrees Fahrenheit.

1.10.4.4. Automated Entry Control Cards (AECCs). AECCs, also known as Restricted Area Badges (RABs) will be worn in a conspicuous and readily identifiable location at all times while inside restricted areas unless directed otherwise for safety reasons. Arm bands may be used to display RABs. Personnel must remove (not display) RABs when not in a restricted area.

1.10.4.5. Flight Duty Uniform. Flight status personnel must wear appropriate nametags with the FDU. Nametags will be standardized and will follow the established squadron historical designs as outlined below. The addition of a Korean transliteration of the member's name is optional and, if used, will be just below the English name in the same color as the embroidered English name. Commanders will wear command insignia on nametags. SQ/CC approved/standardized morale nametags and heritage patches are authorized on Fridays. Wear of the sage green Massif Battleshield X cold weather clothing ensemble is authorized with the FDU. Aircrew will mirror their normal FDU patches on the jacket, as detailed below, with the following exceptions: Major Command

(MAJCOM) patch if jacket outfitted, squadron standardized cloth nametag that includes their rank/USAF underneath the name, as cloth rank is NOT required to be sewn on the shoulders of the jacket.

1.10.4.5.1. Unit Specific Nametag Authorizations.

1.10.4.5.1.1. The 25th Fighter Squadron. Personnel assigned, or attached, to the 25th Fighter Squadron will wear green cloth nametags, with gold embroidered trim. Pilot wings will be embroidered with white thread. Nametags will have a white A-10 with "Draggins" or "Misty" insignia and white embroidered name.

1.10.4.5.1.2. The 36th Fighter Squadron. Personnel assigned, or attached, to the 36th Fighter Squadron will wear red cloth nametags, with black embroidered trim. Pilot wings will be embroidered with black thread. Each nametag will also have a black F-16 with "Check Six" insignia and black embroidered name.

1.10.4.5.1.3. The 51st Operations Support Squadron. Personnel assigned, or attached, to the 51st Operations Support Squadron will wear blue cloth nametags with white embroidered trim. Pilot wings will be embroidered with white thread. Each nametag will also have a white Wyvern insignia and white embroidered name.

1.10.4.5.1.4. The 51st Fighter Wing. Personnel assigned, or attached, to the 51st Fighter Wing staff will wear blue cloth nametags with gold embroidered trim. Pilot wings will be embroidered with white thread. The name will be embroidered in gold thread.

1.10.4.5.1.5. Seventh Air Force. Personnel assigned, or attached, to Seventh Air Force will wear navy blue cloth nametags with white embroidered trim. The nametag will be sewn to a navy blue leather background. The name and appropriate Air Force Specialty Code (AFSC) badge(s) will be embroidered with white thread.

1.10.4.5.2. Squadron commanders may approve a separate and distinctive scarf for each flying unit.

1.10.5. Coveralls. Coveralls are authorized for wear while performing required duties. Coveralls may only be worn in the immediate work area. AGE Dispatch, LRS Mobile Maintenance and CE may wear coveralls outside of their immediate work area when responding to service calls. Coveralls must be white, olive green, tan, or blue (at unit commander discretion). Exception: Coveralls may be worn to the Back of the Hangar Dining Facility by maintenance personnel but will not be soiled, dirty, or greasy (due to food safety and sanitation requirements).

1.10.5.1. Only Allowance Standard 016 organizational clothing and equipment items specified in this guidance are authorized for wear.

1.10.5.2. The blue fatigue uniform is authorized for TA personnel and will be worn IAW the same standards as the ABU described in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, to include appropriate time/locations of wear and cleanliness/serviceability. Nametape, US Air Force and maintenance badge will be white stitching on blue fabric and worn in the same manner as on the ABU. Placement will be

IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, Chapter 5 (Utility Uniforms), paragraph 5.1.2 (Accoutrements) to include subparagraphs 5.1.2.1 thru 5.1.2.2.3.

1.10.5.3. The blue fatigue shirt, both long and short sleeve, will be tucked in. Long sleeves will not be rolled or pushed up. A white undershirt will be worn. Organizational t-shirts are authorized. Pants will not be bloused. A blue service uniform belt with chrome buckle will be worn.

1.10.5.4. Footwear will be black and have a safety toe.

1.10.5.5. Headwear will be a black ball cap with the words Transient Alert on the front. Black watch cap may be worn in inclement weather when wearing other authorized outer garment(s).

1.10.5.6. Thermal underwear may be worn, and will be white if visible at the collar. A white turtleneck may be worn. The turtleneck will not have any unit emblems.

1.10.5.7. Blue Gortex parka and blue Gortex pants are authorized. The pants will not be worn without the jacket. The jacket may be worn without the pants. Blue cloth rank insignia with white stitching will be worn on the front tab of the parka. A blue fleece may be worn, with blue cloth nametapes and rank insignia with white stitching.

1.10.6. Physical Testing Uniform. Solid black or dark blue baseball/sport cap with the Air Force symbol or "U.S. Air Force" printed/embroidered on the front is authorized. Headgear must be removed when indoors. Unit commanders may restrict cap wear during organized PT.

1.10.7. Elective Mask Wear for Particulate Air Pollution. Consistent with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and AFI 48-137, *Respiratory Protection Program*, Airmen at Osan Air Base are authorized to wear an approved, disposable mask, if desired, while outdoors in uniform when the Air Quality Index (AQI) is reported as "Orange" (AQI value of 101-150, Unhealthy for Sensitive Populations) or higher for particulate matter (PM). Elective wear of masks indoors for air pollution is not approved.

1.10.7.1. Official Air Quality Index Source. There are 2 sources to determine "Orange" (AQI value of 101-150) or higher AQI values. First, as reported through AtHoc messaging and/or the 51 MDG Facebook page. Second, Team Osan Airmen may elect to wear masks when the AQI value for Osan City, Pyeongtaek Anjung, and/or Pyeongtaek Bijeon is "Orange" (AQI value of 101-150) or higher as reported on the World Air Quality Index Project website (<http://aqicn.org/map/southkorea/>).

1.10.7.2. Authorized Masks. Only National Institute of Occupational Safety and Health (NIOSH)-approved masks with N-95, N-99 or higher filtration ratings are authorized. The Korean Ministry of Food and Drug Safety equivalent masks with KF-94 ratings, or higher, are suitable substitutes. Masks must be solid white or black in color, and they must cover both mouth and nose at all times during wear, but may not cover ears or eyes. Follow all manufacturer instructions and see the attached required disclosure prior to wearing a mask, IAW AFI 48-137. Remove masks when entering security checkpoints so the sentry can verify your identity.

1.10.7.3. Physical Training (PT) and Testing. 51 FSS will move PT testing indoors when the AQI is “Orange” (AQI value of 101-150) or higher. Similarly, outdoor unit PT is not recommended in these conditions. Team Osan members MAY choose to exercise outdoors in any AQI however, and are authorized elective wear masks in Air Force PT gear for individual work outs.

1.10.7.4. Medical Exceptions. Airmen with medical conditions worsened by exposure to particulate air pollution (e.g., allergies and asthma) may wear masks indoors, in formations and/or when the AQI is “Yellow” (AQI value of 51-100) with a written waiver from a 51 MDG provider.

1.10.7.5. Point of Contact. Questions may be directed to bioenvironmental engineering (BEE) office at 784-2623

1.10.8. The authorized unit no-hat and/or no-salute areas are listed in Table 1 below.

**Table 1.1. Authorized Unit No-hat/No-Salute Areas.**

Members in Uniform		No-Hat/No-Salute Areas at Osan AB
DO NOT WEAR	AREA OWNER DISCRETION	
X		Flight line area, to include the confines of the fenced area extending out to the taxiways and runways
	X	51 CES fenced compound containing buildings 641, 646, 647, 678, and 681.
	X	51 CES fenced compound containing buildings 803, 815 and 816.
	X	51 CES Material Control compound fenced in area containing buildings 653 and 657.
	X	51 CES Pavements and Equipment compound fenced in area containing buildings 307, 308, and 315.
	X	Fuels bulk storage area
	X	Fuels refueler vehicle mass parking area: Controlled areas containing facilities 1221, 1222, 1223, and 1225
	X	Base supply compound: Areas bounded within perimeter of fenced-in compound, to include the rear of the building 819 and all enclosed supply warehouse storage facilities
	X	Air freight cargo yard bound by the perimeter fence between buildings 661 and 632. Fenced area next to the Traffic Management Flight freight terminal, building 624. Vehicle operations and maintenance compound fenced area containing buildings 1326 thru 1333
	X	Outside of 51 MXS AGE buildings 878 and 1208
	X	Munitions storage areas known as; Alpha and Delta Sites and Preload Area
	X	51 MDG areas connecting buildings 777 and 752 as well as the Emergency Room tunnel
	X	Metal stairway between buildings 935 (HTACC) and 933 (7 AF); to include the canopy area outside building 935.
	X	5 RS compound area including area between buildings 850 (Blackcat Lounge) and 853
	X	Covered pavilions beside softball fields during unit functions
	X	Stairwell of Bldg 949

## Chapter 2

### SAFETY AND STANDARDS

#### 2.1. Pedestrian Safety.

2.1.1. Running and Walking Safety. The use of portable headphones, earphones, cellular phones, iPods, or other listening and entertainment devices while walking, jogging, or running is permitted in crosswalks, on sidewalks, and designated running areas.

2.1.2. Formation Running. Units participating in formation running must provide front and rear road guards. Additionally, units should run with no more than 3-columns (3 abreast). Every vehicle driver will yield the right-of-way to formation running units. Drivers may proceed around formations with extreme caution at a speed not to exceed 10 MPH. Units wishing to run in formation should consult 51 FW/SE for approved running routes.

#### 2.2. Personal Transportation Devices.

2.2.1. Purpose. As Personal Transportation Devices become popular for pedestrians on Osan AB, it is clear these devices come with certain operator responsibilities for the safety of the installation. This paragraph defines Personal Transportation Devices and the requirements for operating them on Osan AB. These requirements are applicable to all personnel.

2.2.2. Definition. Personal Transportation Devices are defined as any mode of transportation not registered and insured as a motor vehicle. This definition includes: bicycles & tricycles (of any type), and motorized or non-motorized single or multiple wheeled vehicles. Examples include and are not limited to: electric or motorized bicycles, roller skates, Airwheels, Balance Boards, Segways, and skateboards (of any type).

2.2.3. Usage. All forms of Personal Transportation Devices with an attached electric or gas powered motor or bicycles and tricycles (of any type) will only be operated on roadways, and will utilize the right-hand side of roadways, ridden in a single file line (not abreast), and follow all traffic laws that apply to motor vehicles. Operators of all Personal Transportation Devices are prohibited from using personal electronics that may inhibit the sound of sirens, vehicles or other emergency vehicles.

2.2.4. Personal Protective Equipment. All personnel operating these devices will comply with the following personal protective equipment requirements outlined in AFI 91-207, *The US Air Force Traffic Safety Program*, and USFKR 190-1, *Motor Vehicle Traffic Supervision*. At a minimum, all personnel will wear unobstructed highly-visible outer garments during the day and outer garments containing retro-reflective materials at night, and a properly fastened/approved bicycle helmet. Bicycles will be equipped with a white light on the front and red light on the rear while being operated during periods of darkness and inclement weather.

2.2.5. Bicycle Specific Safety. All personnel riding bicycles on Osan AB are required to wear an approved bicycle helmet, an unobstructed highly-visible outer garments during the day and outer garments containing retro-reflective materials at night. This requirement is extended to include all family members, retirees, civilian employees, and children riding in carriers on the back of an adult's bicycle. Helmets must be worn with the chinstrap connected. Bicycles are part of the traffic flow, must obey all traffic rules, and are not to be ridden on sidewalks. Violation by a military member of this section is a violation of Article 92, UCMJ.

2.2.6. Portable Listening Devices. The use of portable headphones, earphones, cellular phones, iPods, or other listening and entertainment devices while bicycling, skating, skateboarding, or using any other personal transportation device (PTD) is prohibited. Use of listening devices may impair recognition of emergency signals, alarms, announcements, approaching vehicles, human speech, and outside noise in general.

**2.3. Operational Security (OPSEC)** . All 51 FW members should know what is listed on the 51 FW Critical Information List (CIL) and on their respective Unit CIL.

**2.4. Identification.** Common Access Cards (CAC). It is imperative that every military member and their dependents safeguard their CAC. A lost or stolen CAC could potentially damage our ability to ensure force protection and may result in punitive actions.

**2.5. Unmanned Aerial Vehicle (UAV) and Remote Control Aircraft (RCA)**

2.5.1. Usage. Operating UAV/RCA, to include those equipped with cameras/data collection devices, is prohibited within the confines of Osan AB. This restriction does not apply to operations of UAV and RCA flown for official military purposes. Violation of this policy by military members may subject them to criminal punishment and/or administration sanction under Article 92, UCMJ; civilians may face administrative sanction.

2.5.2. Response. For any incident involving UAV/RCA, Security Forces will be notified immediately to take the appropriate action in detaining the operator and confiscating the UAV/RCA. If it is determined that the operator is not on U.S. Government property, SF will immediately notify the Korean National Police (KNP) of the location and activity observed. All incidents will be reported to the Air Force Office of Special Investigations (AFOSI) for further investigation depending on the circumstances of the incident.

**2.6. Found Property.**

2.6.1. Unclaimed lost and found credit cards and other negotiable instruments may be destroyed and witnessed by member of Property Disposal Board (contact 51 SFS/S3I for coordination). Money must be turned in to 51 CPTS using DD Form 1131, *Cash Collection Voucher*. All other items must be coordinated with 51 SFS/S3I to facilitate disposition.

2.6.2. Immediate Turn-in. The following items must be turned over to 51 SFS/BDOC immediately: weapons, military identification cards, USFK Forms 37 EK (AUTO), *USFK Pass/ID, Restricted Area Badges*, government issued credit cards, and money in excess of \$100. 51 SFS will then turn over the item to the owning agency.

2.6.3. The Property Disposal Board Members will survey and place a value on all unclaimed property, in writing, with emphasis on converting the property to government use. Items may be turned over to the Airman's Attic, Thrift Shop, any NAF agencies, or destroyed.

## **2.7. Area V Policy on Prohibiting Personal Gain by Using Escort Privileges**

2.7.1. Policy. This policy clarifies and provides local information for all personnel who are authorized to escort visitors onto Osan AB, as established by USFKR 190-7, *Installation Access Control* and the Osan AB Integrated Defense Plan (IDP). IAW with USFKR 190-7, visitor escorts will register/deregister all visitors in Defense Biometric Identification System (DBIDS) at designated visitor centers. The same visitor center will be used for both entry registration and exit deregistration. The sponsor/escort will maintain positive control of the visitor pass (red color USFK Form 37EK (AUTO)) at all times.

### **2.7.2. Authorized Escort Responsibilities.**

2.7.2.1. Personnel authorized visitor escort privileges for Osan AB are prohibited from escorting workers such as contractors, laborers, equipment, or vehicles onto Osan AB for personal gain. Personal gain is defined but not limited to monetary, gifts, or favors.

2.7.2.2. Non-DoD personnel who possess escort privileges (USFK Form 37EK (AUTO)) are prohibited from escorting workers, equipment, or vehicles onto Osan AB for the purpose of transporting workers to a different job site not associated with the sponsoring organization's original USFK Form 37EK (AUTO) justification.

2.7.3. Losing Escort Privileges. Personnel who violate this visitor escort policy will have their escort privileges revoked and will remain revoked for the minimum penalty period as outlined in the 51 FWI 31-113: First-time offenders who violate the escort policy will receive a 30-day revocation of escort privileges. Second-time offences will result in a six month (180 days) revocation. Third-time offenders will receive a revocation of escort privileges until the member has departed from the installation (PCS) or one year after the offense has occurred, whichever occurs first.

2.7.4. Point of Contact. Questions may be directed to 51 SFS Reports & Analysis, 784-7920.

**2.8. Privately Owned Weapons .** Osan AB has insufficient armory storage to accommodate privately owned firearms and ammunition. Osan AB also lacks any capacity to fire privately owned firearms on our combat arms training range. Personnel with permanent change of station orders to Osan AB or within the jurisdiction of USFK Area V are not permitted to bring to the ROK, or purchase while in the ROK any privately owned firearm or ammunition. Questions regarding this policy can be directed to Security Forces.

**2.9. Government Owned Vehicle (GOV) Incident Reporting.** All units shall furnish a report containing key details of all incidents that result in damage to unit-assigned GOVs. Reports will be presented in a standardized format and will include lessons learned from the incident and steps taken within the unit to prevent similar incidents in the future. Reports will be completed within 48 hours of the incident and forwarded via email to the 51 FW Ground Safety office (51 FW/SEG Org box). All 51 FW command teams (51 FW Group & Squadron Command Teams distro list) will be carbon copied (cc'd) on the email.

**2.10. Closed Circuit Television (CCTV) Review and Inspection.** The safety and security of Team Osan residents is critical to maintaining our Fight Tonight readiness posture. Additionally, alcohol related misconduct (ARM) and other destructive behavior continues to negatively affect not only our residents' safety and security, but the overall health, stability, and morale of the



force. We have a robust CCTV system in many of our public gathering and unaccompanied housing common areas that can be utilized to defend our security and deter destructive behavior.

2.10.1. Policy. In a continued effort to increase the safety of our residents, we will utilize the CCTV systems in our dormitories to reduce ARMs and other potentially destructive behavior. This utilization will increase awareness of CCTV presence and capabilities and will help guide the conscience of members and ultimately reduce behavior not conducive to good order and discipline.

2.10.2. Review Guidelines. The process to randomly review the recorded CCTV footage will be by reviewing a pre-selected dormitory or dormitories during pre-selected timeframes of approximately 4 hours. The primary focus will be the hours of 2300-0300 on non-duty days; however, the installation commander maintains the flexibility to direct the review of any hours of any days. The review will be conducted by a minimum of two installation First Sergeants tasked on a rotating basis. The tasked First Sergeants will review the footage from a minimum of one pre-selected dormitory and complete the reviews not later than 1600 hours on the second duty day following the day(s) to be reviewed. Recordings from all floors and dormitory common areas will be reviewed to identify potentially suspicious, destructive, or criminal behavior. Information on any event identified as potentially suspicious, destructive, or criminal will be forwarded to the identified individual's First Sergeant or the appropriate authority, (Security Forces/AF Office of Special Investigations, Judge Advocate (JA), etc.). Additionally, a roll-up of all identified events will be forwarded through the First Sergeant Council President to the 51 FW Command Chief for further dissemination at his/her discretion. The First Sergeant responsible for member(s) involved in an identified event will initiate appropriate action with the member(s). Appropriate action may involve consultation with JA in regards to probable cause and rights advisement. As a minimum, appropriate action will include a discussion with the identified member and his or her supervision. These discussions will increase awareness of the policy and emphasize leadership involvement.

2.10.3. First Sergeant Scope of Authority. The First Sergeants selected to review the footage will be granted unhindered access to the recording system of the selected dormitory. They will be assisted as needed in the operation of the system by Airman Dormitory Leaders and the Unaccompanied Housing Office. They will be provided a method to capture, transport, and distribute to the responsible First Sergeant any footage deemed to be of a nature requiring action. Other installation First Sergeants will assist as needed in attempts to establish the identity of unknown individuals.

2.10.4. Inspection Schedule. The 51 FW/CC or the 51 FW/CCC, with the assistance of the First Sergeant Council, will publish a quarterly inspection schedule. The schedule will identify the dormitory or dormitories to be reviewed each week, the specific time window(s) to review, and the unit First Sergeants tasked to conduct the review.

## Chapter 3

### OPERATIONS

#### 3.1. Dining Facility

3.1.1. Policy. This policy establishes exceptions to the Air Force-wide HQ AFPC/SVOF policy letter dated 8 January 2015 limiting main entree servings to one (I) portion per customer, per trip through the register. HQ AFPC/SVOF has delegated exception authority to installation commanders to meet local mission requirements.

3.1.2. One Entrée Policy. Definitions of the policy and authorized 51 FW exceptions to the one entree policy are:

3.1.2.1. Main entrees are considered the main meat and pasta dishes from the Main Serving Line and chicken breast from the Snack Line.

3.1.2.2. Customers may take no more than four (4) boiled eggs at breakfast and no more than one hamburger, or hotdog, or any sandwich item at lunch/dinner to augment their one main entree.

3.1.2.3. Specialty Meals including Thanksgiving, Christmas, Birthday, Mongolian, and Flight line BBQs are exempt from the one entree policy.

3.1.2.4. Members in Uniform of the Day (UOD) or PT Gear taking meals to-go for mission requirements or time constraints are exempt from the one entree policy and can be served no more than two entrees.

3.1.3. Carryout Procedures. Carryout service for meals is limited to members in uniform to reduce disposable container expenses. Any authorized dining facility patron in civilian clothing may receive to-go meals and must abide by the one entree policy using the following procedures:

3.1.3.1. Customers may bring their own clean, plastic food storage containers for to-go meals. All meals will be plated on dining facility dishes and once members have proceeded through the cash registers, they can transfer their food from the dining facility dishes to their personal containers.

3.1.3.2. Personal containers will not be given to food servers for filling or utilized at self-service bars due to sanitation concerns.

3.1.3.3. The above procedures have been coordinated through Public Health.

3.1.4. Carryout Servings. The following carryout serving guidelines will be implemented for all members in and out of uniform to ensure our dining facilities stay within Air Force standardized daily food costs.

3.1.4.1. Beverages: Juice boxes, milk, and soda will not exceed two total servings.

3.1.4.2. Snacks: Cookies, granola bars, cereal, muffins, and cereal bars will not exceed two total servings.

3.1.4.3. Fruit and yogurt will not exceed two total servings of each.

3.1.5. Point of Contact. Direct any questions or concerns regarding this Dining Facility policy to the Superintendent of Food Service Operations at 784-2856 or at 51 [fss.fsvf@us.af.mil](mailto:fss.fsvf@us.af.mil).

### 3.2. Military Family Housing (MFH) Assignment Policy

3.2.1. Availability. MFH at Osan AB will be prioritized to meet the installation mission requirements.

3.2.2. Priorities. MFH priorities for Command Sponsored (CSP) families will be: 1) Colonels, 2) Group and Squadron Commanders, 3) Deputy Commanders and Directors of Operations, and 4) key and essential personnel that are required to be housed on Osan AB as directed by the Installation Commander. All other personnel in CSP billets will be assigned as required to support Osan AB mission requirements and in accordance with established support agreements with tenant organizations.

3.2.3. Distribution Validation. MFH distribution will be reviewed at least annually. If required, the distribution may be adjusted to preserve service/unit equitability. In order to accommodate and house as many families as possible, family housing bedroom assignment will be based upon availability and may be less than the full entitlement.

3.2.4. Point of Contact. Any question should be directed to 51 CES/CEA at DSN 784-4272.

**3.3. Continuous Process Improvement (CPI).** The 51 FSS Manpower Office (51 FSS/FSMM) is the lead for the CPI program's development and operations. They are prepared to facilitate and guide 8-step problem solving events.

**3.4. Vehicle Usage.** The following units are authorized to take assigned GOVs to on-base dining facilities identified below:

**Table 3.1. On-base Dining Facility GOV Use.**

Unit	On-Base Dining Facility Authorized
51 SFS (Patrols) 51 CES/CEF (Fire Dept) 51 MDG (first responders)	Military Dining, AAFES, and NAF Facilities (drive through windows not authorized)
51 MXG 5 RS	Back of the Hangar Dining Facility (Military Dining Facilities with passenger carrying vehicles only when Back of the Hangar is closed)
51 SFS, 51 OSS, 51 CES, 51 CS	IAW AFI 24-301, <i>Vehicle Operations</i> , para 3.10.2, GOVs are approved for the purposes of securing carry-out meals in bulk (or box lunches) from on-base dining facilities or flight kitchens. This limited to personnel working at locations where they cannot leave their post (such as gates, ECPs, ATC Controllers, snow removal crews, communication centers, etc). During exercises or contingencies, all units are authorized to use GOVs for this purpose if the personnel are not permitted to depart work center for more than 30 minutes.

3.4.1. Inappropriate Conduct. All users are expected to conduct vehicle operations in a professional manner. Application of political stickers, unprofessional images, or other inappropriate material may constitute a case of unlawful harassment that may create an intimidating or hostile working environment. The United States Air Force has a ZERO tolerance policy in regards to unlawful discrimination or harassment and all operators are expected to act appropriately. Additionally, vehicle identification protocol will be exercised with standard military phonetics. (Lima 1, Romeo 2, Sierra 3, etc.). Inappropriate call signs are prohibited.

3.4.2. GOV Terminal Transportation Policy. GOVs may be used to transport official travelers to or from military or commercial terminals only when:

3.4.2.1. Official non-DoD visitors are invited to participate in DoD activities. At Osan AB, a General Officer or Wing Commander will extend these invitations.

3.4.2.2. Personnel are not authorized domicile-to-duty transportation for stand-by duties/response.

3.4.2.3. An emergency situation or security requirement arises. These requests will be coordinated and validated through 51 LRS Vehicle Operations section.

3.4.3. Official Use Requests and Priorities. Government Military Vehicles (GMVs) are restricted solely for mission essential use. The Vehicle Operations Control Center will conduct official use determinations for all U-Drive-It requests prior to approval. Mission requirements will determine priorities for U-Drive-It approvals when scheduled DoD transportation, base taxi services, or commercial options are unavailable.

3.4.3.1. Permissible Operating Range. This policy allows for off base movement throughout the Republic of Korea for both assigned and U-Drive-It vehicles for official use only.

3.4.3.2. Sustenance Use. GMVs shall be used by TDY personnel for mission-specific authorizations outlined in AFI 24-301, AFGM2017-02, *Section 3D – Authorized Uses of GMVs for Temporary Duty Support*. TDY personnel residing and working at Osan AB will not use GMV's to acquire off-base sustenance, due to multiple eating establishments on base. Personnel conducting official off-base duties are authorized to stop at off-base eating establishments in the 5 miles of the vicinity of off-base duties or direct route of the off-base work site. Only personnel temporarily billeted off-base are permitted to park at the Main Gate.

3.4.3.3. Other methods of transportation (DoD scheduled bus service, scheduled public transportation, and commercial taxi) are unresponsive. These requests will be coordinated and validated through LRS Vehicle Operations Section.

3.4.3.4. Personnel are required to transport a weapon, either issued, or authorized by the DoD in connection with official funded travel (non-PCS), and the 51 FSS Information Tickets and Travel shuttle cannot be utilized.

3.4.4. Misuse. Misuse or acts/omissions resulting in misuse of GMVs (owned, rented, or leased) may result in disciplinary action to include recalling of the asset(s) and restricted use thereafter. All military and civilian employees need to take appropriate measures to prevent misuse, abuse or willful acts/omissions that could cause damage to GMVs. Directing personnel to violate official use instructions and policies is an unlawful order and must be reported. DoDM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*, Enclosure 5 and AFI 24-301, AFGM2017-02, *Section 3D* provides specific guidance regarding penalties for misuse. Transportation by a GMV shall not be provided when the justification is based solely on reasons of rank, position, prestige or personal convenience.

3.4.4.1. Misuse Exceptions. Sufficient commercial transportation options exist at this location and are the most cost effective to meet travel requirements to our commercial air terminals (Incheon and Gimpo). In rare cases, where these options may be unresponsive (such as large groups carrying excess baggage), the request can be forwarded to 51 LRS Vehicle Operations for processing. The request must include justification other than for personal convenience; information will be retained for audit and inspection purposes. GOVs permanently assigned to units are not excluded and these requests must also be forwarded. Each request is processed on a case-by-case basis, under its own merits and circumstances; blanket approvals will not be given. Units should coordinate requests with 51 LRS Vehicle Operations section at least 72 hours in advance. Requests will be combined into a single movement if arrival or departure times are within 60 minutes of each other.

3.4.4.2. Military Air Terminals. GMVs are not authorized for transporting personnel to or from Military Air Terminals. Personnel can utilize the 51 LRS DoD-scheduled bus service (base shuttle) during the hours of operation. Commercial taxis are also available.

3.4.4.3. Inspection Team Requests. Inspection team requests will be processed on their own merits and circumstances. Providing support based solely upon being a member of an inspection team falls under prestige, and is not authorized.

3.4.4.4. Use of Terminal Service. When terminal support is authorized, personnel will ensure any perception of domicile-to-duty is avoided. Terminal service will not be provided to or from private quarters, and the pick-up and drop-off point must be at an official duty location on the installation. However, when transporting a visiting TDY member, service may be provided to or from assigned lodging, or place of temporary duty, and a terminal.

3.4.5. Parking. Osan AB is established primarily as a “walking base.” The installation has adequate public or commercial transportation resources for all personnel to use. In consideration of base parking and road congestion, the overall safety of pedestrians, and negative public perception, all authorized GMVs shall be restricted solely for mission essential use. Due to limited facilities, parking for the areas listed in Table 5 will be off limits for GMVs unless operating in an official function.

**Table 3.2. GMV Off Limits Parking.**

<b>Location</b>
Osan AB Main Gate/Thrift Shop Parking
Commissary Parking Lot (to include adjacent parking garage)
BX Mustang Mall Parking Lot
Burger King/Popeyes Parking Lot
Mustang Center Parking Lot
Dorm Facilities and Military Family Housing
<b>Note:</b> Exceptions to policy can be coordinated through Vehicle Operations for approval by the 51 LRS/CC.

### 3.5. Network User Guidance.

3.5.1. Purpose. Protecting the Air Force Network (AFNet) is paramount because of the increased dependence on cyberspace to conduct operations. All users are required to adhere to the following security measures when accessing the Non-classified Internet Protocol Routed Network (NIPRNet) and the Secret Internet Protocol Routed Network (SIPRNet).

3.5.2. CAC and SIPRNet Tokens. All network users are required to protect their CAC and Personal Identification Number (PIN) from unauthorized access. Users will not share their PIN and must lock their computer by removing their CAC prior to leaving their computer. Anyone who suspects that their CAC or PIN has been compromised must notify their organizational Information Systems Security Officer (ISSO) or the 51 FW Information Assurance Office. These rules also apply to SIPRNet hardware tokens. In addition, a compromised or lost SIPRNet token must be immediately reported to the unit ISSO followed by the 51st Communications Squadron (CS) Communications Focal Point to coordinate revocation of the SIPRNet token.

3.5.3. Unauthorized Media. Only media devices pre-approved by the 51 FW Information Assurance Office are authorized to be connected to the AFNet. All other devices, whether privately or government-owned, are strictly prohibited from being connected to the network. Media devices include, but are not limited to: thumb drives, USB hard drives, mobile phones, tablets, audio players, e-readers and cameras. When an unauthorized device is found on the network, 51 CS will lock the user account and notify the respective squadron commander or equivalent. Before the account is unlocked, the user must complete the DoD Information Assurance and Awareness training and the first O-6 in their chain of command must submit a request to the 51 MSG/CC for network access restoration. Second and third offenders will have their network account access suspended for 30 and 365 days respectively. Users can contact their unit ISSO for further guidance.

3.5.4. Security Scans. 51 CS conducts security scans of the NIPRNet and SIPRNet in order to identify and remediate network vulnerabilities. These scans include Program Management Office (PMO) systems on both networks. Network assets, to include PMO systems, that exceed the threshold standard of 3.5 vulnerabilities will be removed from the network until they are remediated to compliance or formal documentation listing remediation exemption is provided to the 51 CS via the systems PMO.

3.5.5. Scheduled SIPRNet Patches. All SIPRNet workstations must be connected to the network every Wednesday for four hours during the hours of 0800 - 1500 to allow for scanning and vulnerability remediation. Failure to connect devices to the network for three consecutive weeks will result in disconnection from the SIPRNet. Units with devices in violation of this policy must obtain approval from 51 CS/CC to be reconnected to the SIPRNet.

3.5.6. Computer Abuse. Government computers are for official business only. Under certain circumstances, your commander can authorize use for educational or morale purposes. Government computers can never be used for entertainment or personal gain. At no time will any government computer be used for the storage of, or retrieval of, pornographic or racially, religiously or sexually discriminatory material.

### **3.6. Public Affairs Managed Television Channels**

3.6.1. Commander's Access Channel (CAC). The CAC (Channel 13) is the Installation Commander's tool to reach Osan AB members with immediate and/or emergency information. During non-emergency times, the commander can authorize the CAC to inform the base on security notifications and various base-wide, mission-related events and programs.

3.6.1.1. Approved Content. There are two types of information that can be posted on the CAC.

3.6.1.1.1. Command and Control Information. Command and control items include: unclassified battle staff directive information, severe weather warnings/watches, natural disasters, real world or exercise force protection conditions/measures, mission-oriented protective postures, and alarm conditions.

3.6.1.1.2. Special Interest Information. Commander's special interest items include upcoming exercise announcements, customer service closures affecting the majority of the base populace, power outages, road construction, and other events or information with significant impact to the base populace. PA approved slides will run roughly two weeks prior to relevant dates annotated in slides and will be discontinued within one duty day of final date annotated.

3.6.1.2. Prohibited Information. The following items are not to run on the CAC: birthdays, birth announcements, greetings/farewells, retirements, promotions, change-of-command ceremonies, sales and concessionaire promotions, individual or unit awards other than Air Force-level, job announcements, yard sales, fundraisers, announcements promoting commercial business, and general non-mission related information.

3.6.1.3. Submission. Slides submitted for publication on the CAC must follow the designated template provided on request from 51 FW/PA. All submissions must be typed and emailed to [51FWPA@us.af.mil](mailto:51FWPA@us.af.mil). All slides are subject to editing by the 51 FW/PA and approval of the 51 FW/CC or delegated official.

3.6.2. Community Channel. The Community Channel (Channel 14) is a Public Affairs-managed tool to inform the Osan AB community on events happening around base and advertise non-mission critical information to a wide audience.

3.6.2.1. Approved Content. Items that are authorized to run on the Community Channel at 51 FW/PA's discretion include: 51 FW/CC directed information, 51 FSS events, 51 MDG closures, certain organizational schedules, private organization event advertisements, and special announcements.

3.6.2.2. Prohibited Content. The following items are not to run on the Community Channel: birthdays, birth announcements, greetings/farewells, retirements, promotions, change-of-command ceremonies, sales and concessionaire promotions, individual or unit awards, job announcements, yard sales, fundraisers, announcements promoting commercial business, and general non-mission related information.

3.6.2.3. Submission. Content submissions must be typed and emailed to [51FWPA@us.af.mil](mailto:51FWPA@us.af.mil), where they shall be reviewed for publishing by the 51 FW/PA. Slides should be short and succinct, with no more than 30 words and limited visuals. All slides are subject to editing and approval by the 51 FW/PA. The number of slides running at one time is 35 total. All event-related slides will begin running approximately two weeks prior to event date.



## Chapter 4

### PERSONNEL

#### 4.1. Leave, Pass, and Accountability Policy Additions.

4.1.1. Policy. USFK policy states that no more than 10 percent of personnel assigned to the ROK can be on leave off-peninsula at one time. Unit Commanders will grant leave in a manner compliant with this policy and ensure their unit can carry out its wartime mission at all times. Airmen should be granted no more than 30 days of ordinary leave during a 12-month short tour. Airmen on 24-month tours may take 30 days of ordinary leave in each year. Under normal circumstances, there is no reason why an individual should lose leave. Leave must start and end in the local area (defined as Osan AB).

4.1.2. Approval. Supervisors in the grade of E-7 (desired)/E-5 (required) and above can approve leave requests. Members will comply with all policies and regulations for leave, including but not limited to, possessing a copy of their leave approval at all times and receiving applicable travel and safety briefings.

4.1.3. Passes. The intent of a pass is to allow a member to participate in a special trip or event. Members seeking a pass will use Leave Web and select "(H) Special" as the type.

4.1.4. ROK Travel. Members are not required to be on leave or a pass when traveling within the ROK. However, members must provide their supervisor with a detailed travel plan and contact information any time they spend the night away from their residence or travel to a destination more than 100 miles from Osan AB. Unit Commanders have full authority to further restrict this policy if needed based any reason to include, but not limited to, mission requirements or required recall timelines.

4.1.5. Point of Contact. If Leave Web is not functioning correctly, commanders and supervisors must ensure that personnel still abide by the intent of this guidance. POC is 51 FW/DS, DSN 784-7442, [51FW/DS@us.af.mil](mailto:51FW/DS@us.af.mil).

#### 4.2. Alternate Dispute Resolution (ADR).

4.2.1. Purpose. The ADR process is essential to resolving civilian and military workplace disputes, and maintaining a productive and positive work environment. In addition, it helps us strengthen our team vertically and horizontally which is one of our priorities. This process has proven effective in saving the DoD money and personnel resources. ADR offers people, our most precious resource, and an opportunity to resolve disputes quickly and at the lowest possible level.

4.2.2. Policy. ADR includes mediation, facilitation, peer group review, arbitration, fact-finding, early neutral evaluation, and ombudsmen through the use of a trained neutral third party. ADR emphasizes cooperation in identifying mutual interests and developing creative solutions to resolve disputes. Therefore, commanders, managers, supervisors, and employees will use ADR to resolve workplace disputes to the extent practical and appropriate.

4.2.3. Leadership Responsibilities. Leaders are responsible for ensuring supervisors and employees have the tools to resolve disputes. This preserves the integrity of the workplace and furthers mission accomplishment.

4.2.4. Point of Contact. If you have any questions, contact the EO office at 784-4040/4848.

**4.3. DoD Priority Placement Program.** DoD policy is to promote stability of employment for civilian employees affected by manpower requirements and to provide maximum opportunity for placement in other DoD positions. The DoD Program for Stability of Civilian Employment's Priority Placement Program (PPP) minimizes the adverse effects on employees and provides an opportunity for employees to obtain offers of continued employment. 51 FW/CC expects all commanders, agency chiefs, and supervisors to be equally committed and willingly accept qualified displaced employees into your organization.

**4.4. Reappointment of Korean National (KN) Employees after age 68.**

4.4.1. Policy. Beyond age 68, KN employees may be reappointed based on USFKR 690-1, *Regulations and Procedures – Korean Nationals*. Any request for reappointment after age 68 will be considered on a case-by-case basis and the approval authority is the 51 FW/CC for all KN employees serviced by Osan AB Civilian Personnel Office. Decisions are final and not subject to appeal or grievance.

4.4.2. Reappointment Criteria. All reappointments beyond age 68 are restricted to situations when a qualified developmental level replacement cannot be found. The unit may request reappointment beyond age 68 by submitting a request and justification to the Civilian Personnel Office showing the bona fide recruiting efforts including external recruitment of KNs did not produce a qualified developmental-level candidate. The request must be endorsed by the respective Squadron Commander or Wing Staff Agency Director.

4.4.3. Prohibited Criteria. If a qualified developmental applicant is available, or recruiting actions were not initiated in a timely manner, reappointment beyond age 68 is inappropriate and request will be returned by the Civilian Personnel Office to the originator without action. Subject to funding, the unit may request an over hire position to reappoint the employee for a reasonable period to train the replacement employee (for example, 90 days).

4.4.4. Point of Contact. Questions regarding this policy can be directed to the Osan AB Civilian Personnel Office at DSN 784-4434/8177.

**4.5. Military Appointments .** Scheduled appointments, such as medical, dental, physical fitness testing, in-processing, out-processing, and training are mandatory military functions. Supervisors will establish procedures to ensure all appointment times are met. If scheduling conflicts preclude attendance, cancel or reschedule as appropriate and as far in advance as possible.

**4.6. Child Supervision Matrix: See Attachment 3.**

**4.7. Family Care Responsibility.** While the majority of individuals assigned to the Installation are unaccompanied, this does not relieve you of your responsibility to care for your family. You can work with your Commander, First Sergeant, or the Airman & Family Readiness Center to cope with special circumstances.

**4.8. Ration Control.**

4.8.1. Policy. Ration Control is in accordance with USFKR 60-1, *Ration Control Policy – Access to Duty Free Goods*. For more information or to check individual rations go to: <https://pimsk.korea.army.mil/>

4.8.2. Exceptions to Ration Controls. If members are having a family gathering or unit function and need to exceed their monthly rations, they should provide a written memorandum endorsed by their unit commander to 51 SFS/S5B stating the reason prior to any purchases exceeding their ration amount. Exceptions to the standard shelf limits may be approved by the on-duty sales facility manager.

4.8.3. Escort Privileges. Per USFKR 60-1, the general rule is that only authorized patrons are allowed entry into the commissary and PX in Korea. Limited exceptions may be granted for visitors to accompany authorized patrons into the commissary and exchange in exceptional circumstances for specified purposes with specified duration that shall not exceed the time necessary to achieve the specified purpose. Escorted access to AAFES and Defense Commissary Agency (DeCA) facilities for guests and visitors must be submitted to 51 SFS Pass & Registration and approved by 51 MSG/CD or DD.

#### **4.9. Basic Allowance for Subsistence (BAS) and Essential Station Messing (ESM) Programs.**

4.9.1. Policy. In addition to those individuals identified in AFI 34-239, *Food Service Management Program*, the following individuals are authorized to eat in on-base dining facilities:

4.9.1.1. Commanders and other officers supervising enlisted personnel to evaluate meals and service.

4.9.1.2. Officers receiving a meal portion of their per diem when authorization is included on their orders. TDY personnel must show a copy of their orders.

WILLIAM D. BETTS, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*, 7 July 2015

AFPD 36-29, *Military Standards*, 24 September 2014

AFI 24-301, *Vehicle Operations*, 5 May 2016

AFI 34-239, *Food Service Management Program*, 17 April 2014

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 40-102, *Tobacco Free Living*, 4 March 2015

AFI 48-137, *Respiratory Protection Program*, 15 July 2014

AFI 90-507, *Military Drug Demand Reduction Program*, 22 September 2014

AFI 91-207, *The US Air Force Traffic Safety Program*, 16 February 2017

AFMAN 33-363, *Management of Records*, 1 March 2008

USFKR 10-2, *Installation Management and Base Operations*, 7 June 2007

USFKR 60-1, *Ration Control Policy – Access to Duty Free Goods*, 2 August 2013

USFKR 190-1, *Motor Vehicle Traffic Supervision*, 10 May 2012

USFKR 190-7, *Installation Access Control*, 27 September 2017

USFKR 190-50, *Law Enforcement Procedures in Korea*, 13 December 2017

USFKR 600-52, *Civilian/Family Member Overseas Misconduct*, 17 February 2014

USFKR 690-1, *Regulations and Procedures – Korean Nationals*, 30 June 2017

AFGM2017-02, *Section 3D – Authorized Uses of GMVs for Temporary Duty Support*.

***Adopted Forms***

DD Form 1131, *Cash Collection Voucher*

AF Form 847, *Recommendation for Change of Publication*

USFK Form 37 EK (AUTO), *USFK Pass/ID Restricted Area Badges*

***Abbreviation and Acronyms***

**AB**—Air Base

**ABU**—Airman Battle Uniforms

**ADR**—Alternate Dispute Resolution

**AECC**—Automated Entry Control Cards

**AFMAN**—Air Force Manual

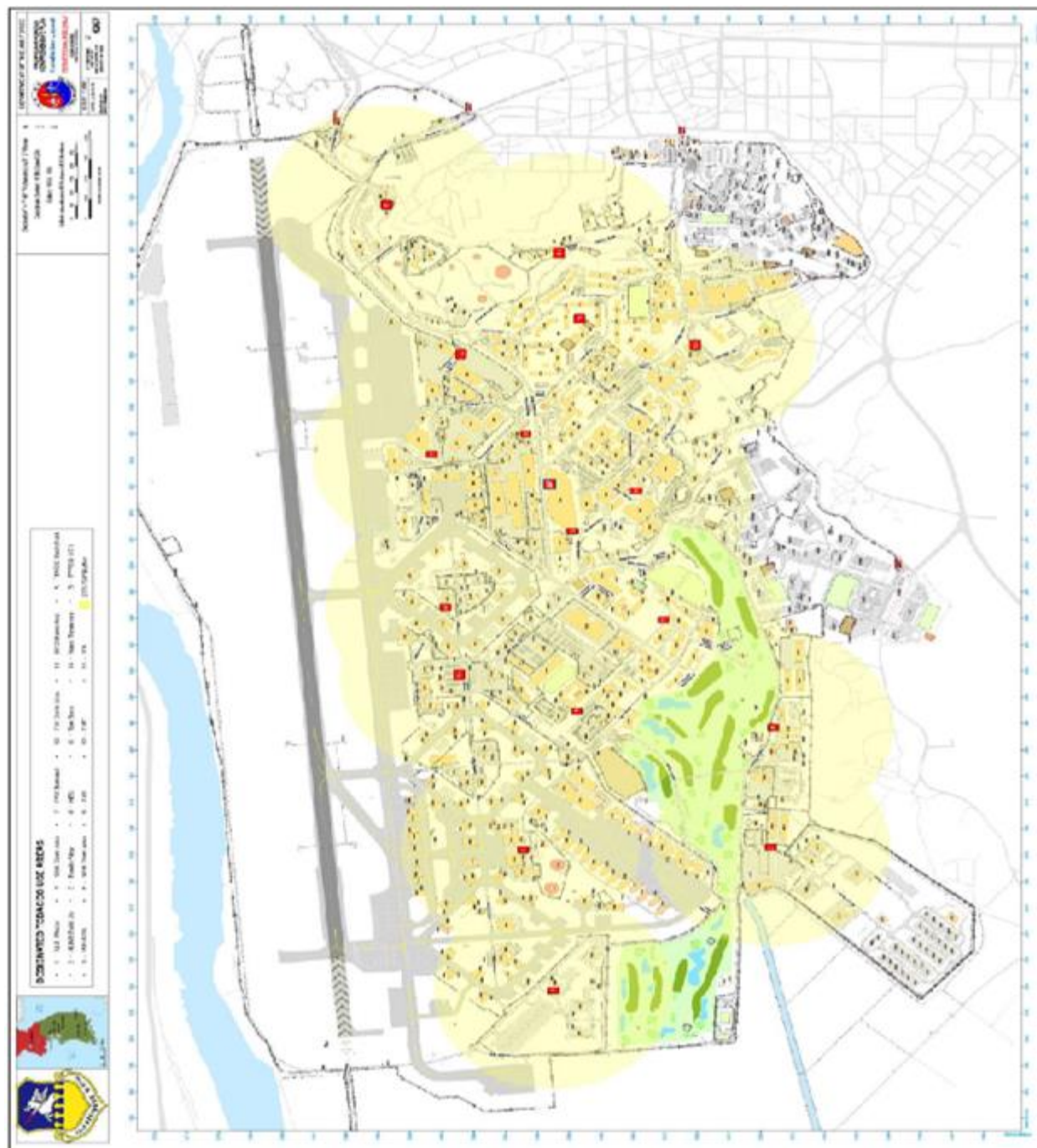
**AFNet**—Air Force Network  
**AFOSI**—Air Force Office of Special Investigations  
**AFRIMS**—Air Force Records Information Management System  
**AFSC**—Air Force Specialty Code  
**AQI**—Air Quality Index  
**ARM**—Alcohol Related Misconduct  
**AWOL**—Absent without Leave  
**BAS**—Basic Allowance for Subsistence  
**BEE**—Bioenvironmental Engineering  
**CAC**—Common Access Card  
**CAC**—Commander’s Access Channel  
**CCTV**—Closed Circuit Television  
**CIL**—Critical Information List  
**CPI**—Continuous Process Improvement  
**COB**—Collocated Operating Bases  
**CS**—Communications Squadron  
**CSP**—Command Sponsored  
**DBIDS**—Defense Biometric Identification System  
**DDRP**—Drug Demand Reduction Program's  
**DeCA**—Defense Commissary Agency  
**DFC**—Defense Force Commander  
**DoD**—Department of Defense  
**DTA**—Designated Tobacco Areas  
**ECP**—Entry Control Points  
**EO**—Equal Opportunity  
**ESM**—Essential Station Messing  
**FDU**—Flight Duty Uniform  
**GMV**—Government Military Vehicles  
**GOV**—Government Owned Vehicles  
**IAW**—in accordance with  
**IC**—Invited Contractor  
**IDP**—Integrated Defense Plan

**ISSO**—Information Systems Security Officer  
**JA**—Judge Advocate  
**KN**—Korean National  
**KNP**—Korean National Police  
**MAJCOM**—Major Command  
**MFH**—Military Family Housing  
**NAFIs**—Nonappropriated Fund Instrumentalities  
**NCOIC**—Noncommissioned Officer in Charge  
**NIPRNet**—Non-classified Internet Protocol Routed Network  
**OPR**—Office of Primary Responsibility  
**OPSEC**—Operations Security  
**PIN**—Personal Identification Number  
**PM**—Particulate Matter  
**PMO**—Program Management Office  
**PPP**—Priority Placement Program  
**PT**—Physical Training  
**PTD**—Personal Transportation Device  
**PTU**—Physical Training Uniform  
**RAB**—Restricted Area Badge  
**RCA**—Remote Control Aircraft  
**RDS**—Records Disposition Schedule  
**ROK**—Republic of Korea  
**SARC**—Sexual Assault Response Coordinator  
**SIPRNet**—Secret Internet Protocol Routed Network  
**SOFA**—Status of Forces Agreement  
**TIP**—Trafficking in Persons  
**TLF**—Temporary Lodging Facility  
**TRs**—Technical Representatives  
**UCMJ**—Uniform Code of Military Justice  
**UOD**—Uniform of the Day  
**U.S**—United States  
**USFK**—United States Forces Korea

**UAV**—Unmanned Aerial Vehicle

**Attachment 2**  
**DESIGNATED TOBACCO AREAS (DTA)**

**Figure A2.1. Designated Tobacco Areas (DTA).**





## Attachment 3

## CHILD SUPERVISION MATRIX

Figure A3.1. Child Supervision Matrix.

## OSAN AB YOUTH SUPERVISION AGE MATRIX TABLE

The ages specified are the minimum ages and are based on the child's ability to demonstrate age-appropriate behavior. Children/youth who do not consistently demonstrate age-appropriate behavior should not be given the same degree of self-management responsibilities. In all instances below where "yes" is indicated, youth in the specified age bracket may be left alone/performed activity. The parent is responsible for using reasonable judgment and for any incident of mishap (not considered preventable) which occurs.

Age of Child	Left Without Sitter in Quarters for 2 Hours or Less	Left Without Sitter in Quarters for More Than 2 Hours	Left Alone Overnight	Outside Unattended (To include playing)	Left in Car	Child Sit Sibling	Child Sit Other
Newborn through Age 4	No	No	No	No	No	No	No
Age 5 through Age 6	No	No	No	Yes, playground or yard with immediate access (visual sight or hearing distance) to adult supervision ***	No	No	No
Age 7 through Age 9****	No	No	No	Yes, with access to adult assistance****	Yes, except in temperatures 75 degrees or higher, 15 min max in other weather, engine off, keys removed and handbrake applied; window cracked when necessary; adult within sight	No	No
Age 10 through Age 11	Yes, with ready access (phone number to an adult supervisor) *****	No for 10 yr olds, 11 yr olds only with access to adult assistance for no more than 2 hours	No	Yes	Yes, except in temperatures 75 degrees or higher, 15 min max in other weather, engine off, keys removed and handbrake applied; window cracked when necessary	Yes, 11 yr old or 6th grade minimum to 2 hours maximum */**	No
Age 12 through Age 15	Yes	Yes, during daytime hours before curfew, no after curfew	No; youth 15 or freshmen in high school may be left alone overnight, with access to adult supervision; sponsor must be in local area. **	Yes	Yes	Yes	Yes** 12 years of age 7th grade minimum***
Age 16 Through Age 17 (Age 18 or HS Graduate are considered adults)	Yes	Yes	Yes, Ages 16 & 17 may be left alone for short TD's or leaves, not to exceed 5 consecutive days; minors must have some type of adult supervision available to make periodic checks	Yes	Yes	Yes	Yes

\* Home Alone training by Youth Center or other source required

\*\* Red Cross baby-sitting training or equivalent required

\*\*\* Adult supervision is defined as someone who has or assumes responsibility for the child, e.g., parent, guardian, care provider, friend

\*\*\*\* 9 yr olds will be able to sign themselves in/out from SAC (with written permission) and Youth Center with the understanding they are to be at SAC, Youth Center, or at home. They are allowed to walk unattended to only these locations.

**Walking To and From School:**

All Osan MFH Towers: Children ages 7 and under must be accompanied to and from OAES by an adult or an older child with a valid ID card. An older child may accompany no more than 2 children ages 7 and under. Children ages 8 and above may walk unattended to and from OAES on the established walk path or sidewalks.